

TABLE OF CONTENTS

	<u>Page</u>
INTRODUCTION	
1. NATIONAL PARK SERVICE MUSEUMS AND COLLECTIONS (2006)	
A. Overview	1:1
B. Purpose of National Park Service Museums	1:1
C. History of National Park Service Museums.....	1:4
D. Type of Collections.....	1:10
E. Archival Collections.....	1:10
F. Cultural Collections.	1:12
G. Natural History Collections.....	1:16
H. Introduction to NPS Museum Collections Management	1:24
I. Planning for Park Museum Collections	1:30
J. Ethics, Standards, and Professional Associations.....	1:35
K. Selected Bibliography.....	1:39
2. SCOPE OF MUSEUM COLLECTIONS (2003)	
A. Overview	2:1
B. Museum Collections.....	2:1
C. The Scope of Collection Statement.....	2:3
D. Writing the Introductory Section of the Scope of Collection Statement	2:6
E. Writing the Types of Collections Section.....	2:10
F. Writing the Museum Collections Subject to NAGPRA Section.....	2:17
G. Writing the Acquisition Section.....	2:18
H. Writing the Uses of Collections Section	2:20
I. Writing the Restrictions Section	2:22
J. Writing the Management Action Section	2:24
K. Implementing the Scope of Collection Statement.....	2:25
L. Selected Bibliography.....	2:28
3. MUSEUM OBJECTS PRESERVATION: GETTING STARTED (2012)	
A. Overview	3:1
B. Planning for Object Conservation.....	3:4
C. The Collection Management Plan.....	3:10
D. The Collection Condition Survey	3:13
E. Preservation of Historic Structures Housing Park Collections	3:19
F. Glossary.....	3:20
G. Selected Bibliography	3:21
H. Web Resources	3:22
List of Figures	
4. MUSEUM COLLECTIONS ENVIRONMENT (2016)	
A. Overview	4:1
B. Collections Environment Basics.....	4:7
C. Building Basics for Collections	4:11
D. Types of Deterioration.....	4:16
E. Temperature.....	4:21
F. Relative Humidity	4:23
G. Monitoring and Analyzing Temperature and Relative Humidity	4:29
H. Methods of Controlling Temperature and Relative Humidity	4:31
I. Light.....	4:39
J. Monitoring and Controlling Light	4:46

	<u>Page</u>
K. Particulate and Gaseous Air Pollution.....	4:56
L. Monitoring and Controlling Particulate and Gaseous Air Pollution	4:59
M. List of Figures	4:65
N. Selected Bibliography.....	4:65
O. Endnotes	4:68
Index.....	4:69
5. BIOLOGICAL INFESTATIONS (2014)	
A. Overview	5:1
B. Responding to Infestations.....	5:2
C. Integrated Pest Management (IPM).....	5:8
D. Developing a Museum IPM Plan.....	5:12
E. Inspection and Monitoring	5:16
F. Control Actions	5:26
G. Identification of Museum Pests	5:32
H. Bibliography.....	5:44
I. List of Figures.....	5:46
J. Index.....	5:87
6. HANDLING, PACKING AND SHIPPING MUSEUM OBJECTS (1999) [Update in Progress]	
A. Introduction.....	6:1
B. Handling Objects	6:2
C. Moving Objects within the Museum	6:9
D. Packing and Shipping Preparations	6:11
E. Packing and Shipping Materials.....	6:13
F. Packing for Shipping	6:18
G. Shipping Objects	6:23
H. Receiving and Unpacking the Container.....	6:27
I. Selected Bibliography.....	6:28
7. MUSEUM COLLECTIONS STORAGE (2012)	
A. Overview	7:1
B. Standards and Requirements for Storage Space	7:3
C. Standards and Requirements for Storage Equipment and Containers.....	7:11
D. Assessing the Collection and its Storage Needs	7:14
E. Assessing the Current Storage Facility or Space	7:15
F. Planning for New or Upgraded Storage Space?.....	7:19
G. Developing Storage Planning Documents	7:21
H. Using Storage Equipment to House Objects?	7:24
I. Using Containers and Supports to House Objects	7:26
J. Collection Storage in Historic Structures.....	7:29
K. Storage of Museum Collections Subject to the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA).....	7:31
L. Selected Bibliography.....	7:34
M. List of Figures	7:37

	<u>Page</u>
8. CONSERVATION TREATMENT (2012)	
A. Overview	8:1
B. Factors to Consider Before Conservation Treatment	8:5
C. Documentation of Conservation Treatment	8:8
D. Obtaining the Services of a Conservator	8:13
E. Glossary	8:20
F. Selected Bibliography.....	8:21
G. Web Resources.....	8:21
List of Figures.....	8:22
9. MUSEUM FIRE PROTECTION (2019)	
A. Overview	9:1
B. NPS Museum Fire Protection Standards and Policies.....	9:6
C. Fire Risk Assessment.....	9:10
D. Determining Museum Automatic Fire Protection Needs.....	9:12
E. Fire-Safe Practices and Design	9:16
F. Fire Protection Systems and Equipment.....	9:29
G. Museum Fire Section of the Park Structural Fire Management Plan.....	9:39
H. Fire Emergency Response and Salvage.....	9:39
I. Training, Drills, and Documentation	9:42
J. Selected Bibliography.....	9:43
K. List of Figures.....	9:44
L. Glossary.....	9:66
M. Abbreviations Used in this Chapter.....	9:69
N. Index.....	9:70
10. MUSEUM COLLECTIONS: EMERGENCY PLANNING (2019)	
A. Overview	10:1
B. DOI and NPS Museum Emergency Planning Policies and Standards	10:7
C. Risk Assessment.....	10:8
D. Museum Mitigation Action Plan.....	10:10
E. Mitigating Hazards and Vulnerabilities	10:13
F. Museum Collections Emergency Operations Plan.....	10:23
G. Museum Emergency Response	10:28
H. Relocating Museum Objects	10:30
I. Salvaging Museum Objects	10:32
J. Training and Documentation	10:33
K. Bibliography.....	10:34
L. List of Figures.....	10:57
M. Glossary	10:81
N. Abbreviations.....	10:84
O. Index.....	10:85
11. CURATORIAL HEALTH AND SAFETY (2003) [Update in Progress]	
A. Overview	11:1
B. Understanding Health and Safety Issues.....	11:3
C. Controlling Exposure to Hazardous Substances	11:6
D. Hazardous Chemicals and Materials Used in Collections Care	11:11
E. Hazardous Objects in Collections	11:17
F. Safety Rules for Lifting and Carrying	11:26
G. Workspace Conditions	11:27
H. Glossary	11:29
I. Web Resources.....	11:30
J. Selected Bibliography.....	11:31

	<u>Page</u>
K. List of Figures	11:33
12. CURATORIAL, FUNDING, STAFFING AND REPORTING (2003)	
A. Overview	12:1
B. Basic Museum Program Management Issues	12:1
C. Developing Funding Requests	12:7
D. Sources of Funding for Collections Management.....	12:11
E. Documenting Results and Performance.	12:16
F. Staffing.	12:18
G. Training and Development.	12:21
H. Resources.	12:23
I. Figures	12:25
13. MUSEUM HOUSEKEEPING (1998)	
A. Overview	13:1
B. The Museum Housekeeping Plan	13:7
C. Selected Bibliography.....	13:13
D. List of Figures.....	13:15
14. MUSEUM SECURITY (2024)	
A. Overview	14:1
B. Museum Security Standards and Policies	14:3
C. Security Risk Assessment	14:6
D. Museum Security Planning and Design	14:9
E. Access and Key Control Policies and Opening and Closing Procedures	14:13
F. Museum Security Practices	14:21
G. Physical Security Systems	14:30
H. Electronic Security Systems	14:37
I. Responding to Loss	14:43
J. Selected Bibliography	14:44
K. List of Figures	14:45
L. Index	14:76

APPENDICES

	<u>Page</u>
A. MANDATES AND STANDARDS FOR NPS MUSEUM COLLECTIONS MANAGEMENT (2024)	
A. Overview	A:1
B. 54 USC National Park Service and Related Programs.....	A:1
C. Director's Order #24: NPS Museum Collections Management	A:2
D. Laws, Regulations, and Conventions – NPS Cultural Collections	A:3
E. Laws, Regulations, and Conventions – NPS Natural History Collections	A:9
F. Policies and Standards	A:13
G. List of Figures	A:17
H. Index	A:35
B. ACCREDITATION (2006)	
A. Overview	B:1
B. Accreditation Step-by-Step	B:4
C. PROFESSIONAL ORGANIZATIONS AND SOCIETIES (2000)	
A. Overview	C:1
B. National Museum Organizations	C:1
C. Regional Museum Conferences and Associations	C:3
D. Regional Conservation Guilds and Associations	C:5
E. Museum Journals and Technical Publications	C:5
F. Funding Organizations	C:6
D. CODE OF ETHICS FOR NPS MUSEUMS (2006)	
A. Overview	D:1
B. Federal Standards of Ethical Conduct Applicable to NPS Museums	D:2
C. Code of Ethics for NPS Museums.....	D:3
D. Codes of Ethics for Professional Organizations.....	D:11
E. SCOPE OF COLLECTION STATEMENT (2003)	
A. Overview	E:1
B. Evaluating Your Scope of Collection Statement	E:1
C. List of Figures.....	E:2
F. NPS MUSEUM COLLECTIONS MANAGEMENT CHECKLISTS (1999, 2002, 2005)	
A. Overview	F:1
B. NPS Checklist for Preservation and Protection of Museum Collections.....	F:1
C. NPS Collection Management Plan Team Site Visit Checklist.....	F:6
D. NPS Collection Management Plan Team Reference Document Checklist.....	F:24
E. List of Figures.....	F:27
G. MUSEUM FIREARMS, SMALL ARMS AMMUNITION, MUNITIONS, AND ARTILLERY (2022)	
A. Overview	G:1
B. Museum Standards, Laws and Regulations	G:11
C. Museum Firearms	G:15
D. Museum Small Arms Ammunition	G:25
E. Museum Munitions	G:32
F. Museum Artillery.....	G:43
G. Non-Combat Museum Explosives.....	G:46
H. Selected Bibliography.....	G:50
I. List of Figures.....	G:52
H. CURATORIAL HEALTH AND SAFETY (2000)	
A. Laws, Regulations, and NPS Policies and Guidelines	H:1

	<u>Page</u>
B. Sources of Assistance.....	H:2
C. Sources of Health and Safety Equipment and Supplies	H:5
I. CURATORIAL CARE OF ARCHEOLOGICAL OBJECTS (2001)	
A. Overview	I:1
B. Handling and Cleaning Archeological Materials	I:3
C. Storage Conditions for Archeological Objects	I:4
D. Storage Techniques for Archeological Collections	I:7
E. Selected Bibliography.....	I:19
J. CURATORIAL CARE OF PAPER OBJECTS (2003)	
A. Overview	J:1
B. The Nature of Paper Objects	J:3
C. Agents of Deterioration.....	J:5
D. Collections Maintenance.....	J:11
E. Handling Paper Objects.....	J:13
F. Storing Paper Objects.....	J:16
G. Exhibiting Paper Objects	J:23
H. Working with a Conservator When Treatment is Needed.....	J:24
I. Emergency Procedures for Paper Collections.....	J:26
J. Glossary of Terms Used to Describe Condition.....	J:27
K. Selected Bibliography.....	J:28
L. Selected World Wide Web Resources	J:29
K. CURATORIAL CARE OF TEXTILES (2002)	
A. Overview	K:1
B. The Nature of Textiles	K:2
C. The Fabrication of Textiles.....	K:5
D. Deterioration of Textiles	K:9
E. Proper Handling of Textiles.....	K:13
F. Storage Specifications.....	K:14
G. Storing Flat Textiles.....	K:15
H. Storing Costume Collections	K:17
I. Storing Costume Accessories	K:21
J. General Considerations for Exhibition.....	K:26
K. Exhibition of Flat Textiles	K:28
L. Display of Historic Costumes	K:33
M. Conservation Treatment.....	K:34
N. Packing and Shipping Textile Objects.....	K:39
O. Emergency Procedures for Textile Objects.....	K:40
P. Glossary.	K:41
Q. Bibliography.....	K:42
R. Additional Resources	K:44
L. CURATORIAL CARE OF PAINTINGS (2000)	
A. Overview	L:1
B. The Nature of Canvas and Panel Paintings.....	L:2
C. Factors that Contribute to a Painting's Deterioration	L:5
D. Proper Handling and Storage of Paintings.....	L:9
E. Exhibiting Paintings	L:13
F. Proper Shipping of Paintings.....	L:14
G. Conservation Treatment.....	L:15
H. Procedures for Handling Paintings During Emergencies.....	L:17
I. Glossary of Terms Used for Condition Reporting When Examining Paintings	L:18

	<u>Page</u>
J. Selected World Wide Web References.....	L:19
K. Selected References	L:19
M. MANAGEMENT OF CELLULOSE NITRATE AND CELLULOSE ESTER FILM (1999)	
A. Overview	M:1
B. Identification and Evaluation of Historical Nitrate and Cellulose Ester Film	M:8
C. Management of Nitrate and Cellulose Ester Films.....	M:18
D. Prevention of Nitrate Fires	M:33
E. Bibliography.....	M:37
N. CURATORIAL CARE OF WOODEN OBJECTS (2002)	
A. Overview	N:1
B. The Nature of Wood	N:2
C. Agents of Deterioration.....	N:4
D. The Nature of Furniture.....	N:9
E. Preventive Conservation: Controlling the Environment	N:15
F. Preservation Through Good Housekeeping Practices.....	N:17
G. Preventative Conservation	N:20
H. Conservation Treatment.....	N:23
I. Emergency Procedures for Wooden Objects.....	N:26
J. Selected Bibliography.....	N:28
O. CURATORIAL CARE OF METAL OBJECTS (2002)	
A. Overview	O:1
B. The Nature of Metals and Metal Objects.....	O:2
C. Factors that Contribute to Metal Object Deterioration.....	O:5
D. Proper Handling and Storage of Metal Objects.	O:6
E. Exhibiting Metal Objects.....	O:8
F. Conservation Treatment.....	O:9
G. Emergency Procedures for Metal Objects	O:11
H. Special Considerations for Archeological Metal Objects.	O:12
I. Glossary	O:12
J. Web Resources.....	O:15
K. Selected References	O:15
P. CURATORIAL CARE OF CERAMIC, GLASS, AND STONE OBJECTS (2000)	
A. Overview	P:1
B. The Nature of Ceramics Objects.....	P:1
C. The Nature of Glass Objects.....	P:6
D. The Nature of Stone Objects.....	P:8
E. Deterioration of Ceramics, Glass and Stone.....	P:10
F. Preventive Conservation	P:13
G. Care of Composite Ceramic and Glass Objects	P:19
H. Treatment Issues for Ceramic, Glass and Stone Objects.....	P:21
I. Packing and Shipping Glass, Ceramic, and Stone Objects	P:23
J. Emergency Procedures for Ceramic, Glass and Stone Objects	P:24
K. Selected Bibliography.....	P:25
Q. CURATORIAL CARE OF NATURAL HISTORY COLLECTIONS (1999)	
A. Overview	Q:1
B. The Nature of the Collections.....	Q:5
C. Natural History Collections	Q:7
D. Collecting and Preparation Techniques	Q:17
E. Labels and Labeling	Q:26

	<u>Page</u>
F. Glossary	Q:28
G. Selected References	Q:30
R. CURATORIAL CARE OF PHOTOGRAPHIC COLLECTIONS (1996)	
A. Overview	R:1
B. The Nature of Photographic Materials	R:1
C. Preparing a Preservation Strategy	R:5
D. Preventive Conservation: Handling Photographic Collections.....	R:11
E. Preventive Conservation: Storing Photographic Collections in the Proper Environment	R:15
F. Preventive Conservation: Housing Photographic Collections.....	R:19
G. Preventive Conservation: Exhibiting Photographic Collections	R:30
H. Preventive Conservation: Inspecting Photographic Collections	R:32
I. Conservation Treatment Issues for Deteriorated Photographic Materials	R:33
J. The Recovery of Water-Damaged Photographic Materials	R:40
K. Selected Bibliography.....	R:41
S. CURATORIAL CARE OF OBJECTS MADE FROM LEATHER AND SKIN PRODUCTS (1996)	
A. Overview	S:1
B. The Nature of Leather and Skin Products.....	S:2
C. Agents of Deterioration.....	S:7
D. Preventive Conservation: Guidelines for Leather and Skin Object Care, Handling, and Storage.....	S:12
E. Summary: Leather and Skin Product Deterioration and Preventive Care	S:19
F. Conservation Treatment Issues	S:20
G. Selected Bibliography.....	S:22
T. CURATORIAL CARE OF BIOLOGICAL COLLECTIONS (2005)	
Section I: The Nature of Biological Collections..	T:1
A. Overview.	T:1
B. Introduction to Biological Collections.	T:1
Section II: Preservation of Biological Collections in General.	T:13
A. Overview.	T:13
B. Stabilization of Biological Specimens.....	T:13
C. Processing of Biological Specimens.	T:17
D. Storage of Biological Collections.....	T:26
E. Maintenance of Biological Collections.....	T:40
Section III: Dry Biological Collections.....	T:46
A. Overview.	T:46
B. Special Concerns for the Stabilization of Dry Specimens.....	T:55
C. Special Concerns for the Processing of Dry Biological Specimens.....	T:56
D. Special Maintenance Concerns for Dry Collections.....	T:57
Section IV: Wet Biological Collections.....	T:64
A. Overview.	T:64
B. Stabilization of Wet Biological Specimens.	T:68
C. Processing of Wet Biological Specimens.	T:71
D. Storage of Wet Biological Collections.	T:79
E. Maintenance of Wet Biological Collections.	T:85
Section V: Biological Low-Temperature Collections.	T:91
A. Overview.	T:91
B. Stabilization and Processing of Low-Temperature Collections.....	T:95
C. Storage of Low-Temperature Collections.....	T:100
D. Maintenance of Low-Temperature Collections.	T:107
Section VI: Biological Microscopy Collections.....	T:111
A. Overview:	T:111

	<u>Page</u>
B. Stabilization and Processing of Microscopy Collections.....	T:116
C. Storage of Microscopy Collections.....	T:118
Section VII: Glossary.....	T:123
Section VIII: References.....	T:124
Section IX: Non-NPS Repositories with Servicewide or Multi-Regional Agreements to House Park Biological Collections	T:134
 U. CURATORIAL CARE OF PALEONTOLOGICAL AND GEOLOGICAL COLLECTIONS (2005)	
Section I: Paleontological Collections.....	U:1
A. Overview.....	U:1
B. Paleontological Collections and Fossils.....	U:2
C. Body Fossils.....	U:3
D. Trace Fossils.....	U:4
E. Factors That Contribute to Specimen Deterioration.....	U:5
F. Handling and Storage of Paleontological Specimens.....	U:9
G. Health and Safety Issues.....	U:15
H. Security and Fire Protection of Paleontological Collections.....	U:19
I. Exhibiting Paleontological Specimens.....	U:20
J. Preparation and Conservation of Specimens.....	U:22
Section II: Geological Collections.....	U:27
A. Overview.....	U:27
B. Geological Collections.....	U:28
C. Factors that Contribute to Specimen Deterioration.....	U:30
D. Handling and Storage of Geological Collections.....	U:32
E. Health and Safety Issues.....	U:34
F. Security Concerns.....	U:39
G. Exhibiting Geological Specimens.....	U:40
H. Conservation of Specimens.....	U:41
Section III: References.....	U:43
A. National Park Service Resources.....	U:43
B. Professional Organizations.....	U:43
C. Glossary.....	U:44
D. Web Resources.....	U:45
E. Bibliography.....	U:46

LIST OF FIGURES

<u>Figure Number</u>	<u>Caption</u>	<u>Page</u>
<i>Ch 2: Scope of Museum Collections</i>		
2.1	Example Scope of Collection Summary	2:29
2.2	Example Potential Museum Acquisitions Sheet.....	2:30
<i>Ch 3: Preservation: Getting Started</i>		
3.1	Comparison of Roles of Curator/Collections Manager/Archivist and Conservator in Object Conservation Management in the Museum.....	3:6
3.2	Sample Scope of Work for Requesting a Collection Condition Survey (CCS).....	3:23
3.3	Sample Project Management Information System (PMIS) Statement for Requesting Conservation Treatment Based on CCS	3:27
<i>Ch 4: Museum Collections Environment</i>		
4.1	RH Readings Taken Outdoors, Within a Storage Space, and Inside a Steel Cabinet within the Storage Space without an HVAC over One Month	4:11
4.2	Figure 4.2. Active Deterioration Cause and Visual Clue/Damage Chart.....	4:14
4.3	Example Hygrothermograph Calibration Record.....	4:21
4.4	Recommended RH Set Point and Fluctuation Range for General Collections	4:24
4.5	Optimum RH Ranges for Sensitive Materials	4:25
4.6	Standards for Visible Light Levels	4:26
4.7	Standards for Maximum Annual Exposure for Visible Light Levels.....	4:27
4.8	Exposure Duration Limit Recommendations	4:41
4.9	Sample Light and Heat Measurement Record	4:46
4.10	Deterioration of Museum Objects Caused by Air Pollution	4:50
4.11	Storage and Exhibit Construction Materials Known to Release Harmful Substances and Materials that Appear to be Safe	4:50
<i>Ch 5: Biological Infestations</i>		
5.1	Sample Pest Identification Request Letter	5:6
5.2	Sample Museum IPM Plan	5:47
5.3	Sample Object Pest Incident Report (blank)	5:58
5.4	Sample Object Pest Incident Report (completed)	5:59
5.5	Sample Freezer Treatment Record (blank)	5:60
5.6	Sample Freezer Treatment Record (completed).....	5:61
5.7	Sample Pest Trap and Evidence Monitoring Log (blank).....	5:62
5.8	Sample Pest Trap and Evidence Monitoring Log (completed).....	5:63
5.9	Sample Pest Monitoring Database Report (blank)	5:64
5.10	Sample Pest Monitoring Database Report (completed)	5:65
5.11	Sample Floor Plan with Trap Locations	5:66
5.12	Sample Pest Identification Request Letter (blank)	5:67
5.13	Sample Action Plan (blank)	5:68
5.14	Sample Action Plan: Dermestid Beetles	5:69
5.15	Figure 5.15 Sample Action Plan: Clothes Moths	5:71
5.16	Figure 5.16 Sample Action Plan: Powderpost Beetles	5:73
5.17	Figure 5.17 Sample Action Plan: Stored Product Pests	5:75
5.18	Figure 5.18 Sample Action Plan: Silverfish	5:77
5.19	Figure 5.19 Sample Action Plan: Springtails	5:79
5.20	Figure 5.20 Sample Action Plan: Psocids	5:81
5.21	Figure 5.21 Sample Action Plan: Molds and Fungi	5:83
5.22	Figure 5.22 Sample Action Plan: Mice and Rats	5:85

<u>Figure</u>			<u>Page</u>
<u>Number</u>	<u>Caption</u>		
<i>Ch 6: Handling, Packing and Shipping</i>			
6.1	Proper Handling Techniques		6:1
6.2	Carts and Trays Minimize Handling.....		6:2
6.3	Equipment and Supplies.....		6:3
6.4	Hold Objects at the Strongest Point		6:5
6.5	Wear Gloves and Use Both Hands.....		6:6
6.6	How to Lift Properly and Avoid Injury		6:7
6.7	The Proper Way to Lift a Chair		6:8
6.8	The Proper Way to Lift a Small Framed Photograph		6:8
6.9	The Proper Way to Lift and Carry a Small Textile Object.....		6:8
6.10	Use Trays and Padding to Prevent Damage		6:10
6.11	Pad and Separate Parts		6:19
6.12	Wrapping, Padding, and Packing for Shipping an Object		6:20
6:13	Objects Double-boxed for Shipping.....		6:21
6:14	Example of Written Handling Rules for NPS Park Collections		6:30
<i>Ch 7: Museum Collection Storage</i>			
7.1	Multi-layered protection of an object.....		7:2
7.2	Levels of Containment in a Collection Storage System		7:40
7.2a	Sample Assessment Worksheet.....		7:40
7.2b	Assessment Codes for Collection Storage Techniques		7:41
7.3	Sample General Floor Plan of a Museum Collection and Library		7:43
7.4	Sample Detailed Floor Plan of Museum Collection Storage and Work Space.....		7:44
7.5	Cavity Storage		7:45
7.6	Basket Storage		7:45
7.7	Clothing and Footwear Storage.....		7:45
7.8	Bottle Storage		7:46
7.9	Ceramic Storage		7:46
7.10	Wood and Jewelry Storage		7:46
7.11	Specialized Microclimate Storage		7:46
7.12	Large Objects Housed on Mobile Storage Shelves and Steel Shelving on Wheels		7:47
7.13	Rolling Unit for Large Objects.....		7:47
7.14	Racks for Large Objects		7:47
7.15	Painting Rack Storage		7:48
7.16	Lithic and Stone Storage		7:48
7.17	Rolled Textile Storage.....		7:48
7.18	Map Cabinet		7:48
<i>Ch 8: Conservation Treatment</i>			
8.1	Information Required in Conservation Treatment Documentation		8:11
8.2	Sample Scope of Work for Conservation Treatment.....		8:23
8.3	Sample Insurance and Copyright Requirements for Inclusion in a Contract.....		8:27
8.4	Sample Object Examination Report		8:28
8.5	Sample Object Treatment Proposal		8:30
8.6	Sample Object Treatment Report.....		8:32
<i>Ch 9: Museum Fire Protection</i>			
9.1	Museum Fire Protection Cycle		9:2
9.2	Fire Hazards to Museum Collections.....		9:5
9.3	Object Assessment.....		9:45
9.3a	Record of the Superintendent's Decision Regarding Installation of Automatic Fire Protection Systems and Consolidation of Collections		9:47
9.4	Sample Museum Fire Section of Park Structural Fire Management Plan.....		9:48

<u>Figure Number</u>	<u>Caption</u>	<u>Page</u>
9.5	Sample Language for Museum Fire Protection to be Included in a Memorandum of Understanding Between a Park and a Fire Company	9:57
9.6	Sample Statement of Work for a Fire Protection Condition Assessment (FPCA).....	9:58
9.6a	Attachment to the FPCA Statement of Work: FPCA Questions Related to Museum Spaces	9:60
9.7	Comparison of Selected Automatic Fire Sprinkler Systems and Suppression Systems for Museum Objects.....	9:63
9.8	Comparison of Selected Portable Fire Extinguishers for Museum Objects	9:64
9.9	Fire Emergency Response Steps	9:65
<i>Ch 10: Emergency Planning</i>		
10.1	Museum Emergency Planning Cycle.....	10:2
10.2	Museum Risk Assessment Worksheet.....	10:38
10.3	Museum Mitigation Action Plan (Sample) (Blank)	10:39
10.4	Museum Collections Emergency Operations Plan (Sample)	10:42
10.5	Active Shooter Emergency Response Steps	10:57
10.6	Disruptive Individual Emergency Response Steps.....	10:58
10.7	Earthquake Emergency Response Steps	10:59
10.8	Explosion Emergency Response Steps	10:60
10.9	Fire Emergency Response Steps	10:61
10.10	Hazardous Materials Spill, Odor, and Gas Leak Emergency Response Steps	10:62
10.11	Medical Emergency Response Steps.....	10:63
10.12	Mold Outbreak Emergency Response Steps	10:64
10.13	Power Outage Emergency Response Steps	10:65
10.14	Severe Weather Emergency Response Steps.....	10:66
10.15	Suspicious Package or Item Emergency Response Steps	10:67
10.16	Suspicious Person and Vandalism Emergency Response Steps	10:68
10.17	Threat (Threatening Call or Bomb Threat) Emergency Response Steps	10:69
10.18	Volcanic Eruption Emergency Response Steps	10:70
10.19	Water Leak and Flood Emergency Response Steps	10:71
10.20	First Priority Criteria for Object Relocation and Salvage	10:30
10.21	Emergency Contact List (Sample)	10:72
10.22	Emergency Vendor and Sources of Assistance List (Sample)	10:73
10.23	Emergency Supplies and Equipment (Sample)	10:74
10.24	Salvage Procedures	10:75
10.25	Collection Damage and Salvage Overview	10:78
10.26	Post-Emergency Critique	10:79
<i>Ch 11: Curatorial Health and Safety</i>		
11.1	Ventilation Chart	11:34
11.2	Sample Material Safety Data Sheet (MSDS)	11:35
11.3	Material Safety Data Sheet for Formaldehyde Solution	11:37
11.4	The NFPA Hazard Symbol and Key to Color Code and Numbering System.....	11:45
<i>Ch 12: Programming, Funding and Staffing</i>		
12.1	NPS Acronyms Related to Funding, Programs, and Planning.....	12:25
12.2	Sample PMIS Project Statement	12:26
12.3	Sample OFS Statement	12:29
<i>Ch 13: Museum Housekeeping</i>		
13.1	Curator and Other Park Staff Roles in Preserving Museum Collections.....	13:3
13.2	Sample MHP Title Page	13:16
13.3	Sample MHP Reference File Sheet: Environmental Concerns.....	13:17

<u>Figure Number</u>	<u>Caption</u>	<u>Page</u>
13.4	Sample MHP Reference File Sheet: Equipment/Supplies Used to Control the Environment	13:18
13.5	Sample MHP Task Sheet: Dusting.....	13:19
13.6	Sample MHP Task Sheet: Pest Monitoring.....	13:20
13.7	Sample MHP Task Sheet: Review Housekeeping Plan.....	13:21
13.8	Sample MHP Task Sheet: Special Uses.....	13:22
13.9	Sample MHP Tracking Schedule: Daily	13:23
13.10	Sample MHP Tracking Schedule: Weekly	13:24
13.11	Sample MHP Tracking Schedule: Quarterly	13:25
13.12	Sample MHP 5-Day Schedule.....	13:26
<i>Ch 14: Museum Security</i>		
14.1	Museum Security Bullseye	14:2
14.2	Sample Language for a Museum Security Survey Statement of Work.....	14:46
14.3	Museum Security Plan (Sample).....	14:48
14.4	Standard Operating Procedures: Contractors Working with Museum Collections and in Structures Housing Collections (Sample)	14:56
14.5	Museum Collection Access Policy and Procedures (Sample)	14:59
14.6	NPS Visitor Log	14:61
14.7	Conditions for Access to Museum Collections	14:62
14.8	NPS Museum Key Control Policy and Procedures (Sample)	14:63
14.9	Key Issuance Form for Structures and Spaces Storing and Exhibiting Museum Collections (Sample)	14:65
14.10	Museum Collections Storage Opening and Closing Procedures (Sample)	14:66
14.11	Furnished Historic Structure Opening and Closing Procedures (Sample)	14:67
14.12	Staff Protocols for Museum Objects on Exhibit (Sample)	14:69
14.13	Sample Language for a Museum Electronic Security System Statement of Work	14:70
14.14	Record of Decision: Museum Electronic Security System Risk Acceptance	14:71
14.15	Comparison of Selected Intrusion Detection and Alarm Systems	14:72
14.16	Nuisance Alarm Causes and Elimination Strategies.....	14:41
Appendices		
<i>App A: Mandates and Standards for NPS Museum Collections</i>		
A.1	54 USC National Park Service and Related Programs Chapter 1025 Museums	A:18
A.2	References to Museum Collections Management in Interior Property Management Regulations, Departmental Manual Part 410, Personal Property Management (Subpart 114-60)	A:20
A.3	Director's Order #24: NPS Museum Collections Management.....	A:21
A.4	Management Policies excerpts relevant to museum collection	A:29
<i>App B: Accreditation</i>		
B.1	Attachments Required for Self Study: AAM Documents and NPS Equivalents	B:7
<i>App E: Scope of Collection Statement</i>		
E.1	Example Approved Scope of Collection Statement.....	E:3
E.2	Example Scope of Collection Summary.....	E:24
E.3	Checklist for Evaluating Scope of Collection Statements.....	E:25
<i>App F: NPS Museum Collections Management Checklists</i>		
F.1	Cost Estimates.....	F:28
F.2	NPS Checklist for Preservation and Protection of Museum Collections	F:32

<u>Figure</u>		<u>Page</u>
<u>Number</u>	<u>Caption</u>	
<i>App G: Museum Firearms, Small Arms Ammunition, Munitions, and Artillery</i>		
G.1	Munitions Retention or Deaccession Decision Matrix	G:10
G.2	Movement of Modern Firearms	G:21
G.3	Small Arms Ammunition Components	G:25
G.4	Steps to Evaluate and Render Museum Munitions Inert	G:36
G.5	Park Inerting Request Package Cover and Signature Page (Sample)	G:53
G.6	NPS Historical Significance Contributing Factors Tool	G:54
G.7	Park Inerting Justification (Sample)	G:55
G.8	Regional Panel Inerting Request Review (Sample)	G:56
G.9	Museum Firearms Evaluation and Unloading Record	G:57
G.10	Museum Small Arms Ammunition Evaluation and Mitigation Record	G:58
G.11	Museum Munitions and Artillery Evaluation and Inerting Record	G:59
G.12	Completed US Marine Corps Inert Certification for Munitions (Sample)	G:60
G.13	NPS Museum Munitions Verification Document	G:61
G.14	Emergency Response Steps: Suspected Live Munitions in the Collection	G:62
<i>App I: Curatorial Care of Archeological Objects</i>		
I.1	Deterioration of Archeological Objects through Time	I:2
I.2	Vertical Stacking of Small Objects within Standard Containers	I:7
I.3	Organization and Layering of Objects within a Storage Box	I:9
I.4	A Support Tray for Fragile Material	I:10
I.5	Customized Support Blocks for a Fragile Glass Bottle to be Fitted in a Museum Specimen Tray	I:10
I.6	Cavity Packing Technique for Small Objects	I:11
I.7	Construction of a Cradle Mount for Objects with Round Bases	I:12
I.8	Construction of a Portfolio Mount for Archeological Textile Fragments	I:14
I.9	Recommended Storage Materials	I:15
<i>App J: Curatorial Care of Paper Objects</i>		
J.1	Suitable Temperature and Humidity Levels for Paper Storage	J:7
J.2	Suggested Maximum Levels of Major Gaseous Pollutants	J:9
J.3	Types of Enclosures	J:20
J.4	Types of Polyester Enclosures	J:20
J.5	Types of Boxes	J:21
J.6	Archival Separation Sheet	J:30
J.7	Example of Procedures for Handling NPS Archival Collections	J:31
<i>App K: Curatorial Care of Textile Objects</i>		
K.1	Upright Loom	K:6
K.2	Fan Folding a Textile	K:14
K.3	Rolling Textiles for Storage	K:17
K.4	Twill Tape Waist Supports	K:19
K.5	Muslin "Sling" Support	K:20
K.6	Padding the Folds of a Garment for Storage	K:21
K.7	Hat Supports	K:22
K.8	Bonnet on a Support	K:23
K.9	Internal Support for Gloves and Mittens	K:24
K.10	Support for a Fragile Fan	K:25
K.11	Padding an Umbrella for Storage	K:26
K.12	Hook and Loop Tape Mount	K:30
K.13	Diagram of a Pressure Mount	K:32
K.14	Polyethylene Foam Torso	K:34
K.15	Proper Vacuuming Technique	K:36

<u>Figure</u>		<u>Page</u>
<u>Number</u>	<u>Caption</u>	
K.16	Interior of a Shipping Crate for Rolled Textiles.....	K:39
<i>App L: Curatorial Care of Easel Paintings</i>		
L.1	A Cross-section of a Painting	L:3
L.2	Proper Way to Carry a Small Painting.....	L:10
L.3	Paintings Stacked Against a Wall.....	L:12
<i>App M: Management of Cellulose Nitrate and Cellulose Ester Film</i>		
M.1	National Fire Protection Agency Warning Sign for Cellulose Nitrate Film.....	M:21
<i>App N: Curatorial Care of Wooden Objects</i>		
N.1	The Three Principal Planes or Surfaces of a Typical Block of Wood: Tangential, Radial, and Cross Section	N:3
N.2	Graph Illustrating the Relationship Between Relative Humidity and Equilibrium Moisture Content of Wood	N:4
N.3	Characteristic Shrinkage and Distortion of Wood.....	N:6
N.4	Typical Mortise and Tenon Joint.....	N:10
N.5	Typical Dovetail Joint.....	N:10
N.6	Common Veneer Applications	N:12
N.7	Proper Techniques for Moving Furniture	N:22
<i>App O: Curatorial Care of Metal Objects</i>		
O.1	Identification of Metals	O:3
O.2	Identifying Active Corrosion	O:5
<i>App P: Curatorial Care of Ceramic, Glass, and Stone Objects</i>		
P.1	Method of Stabilizing Objects in Storage	P:16
P.2	Flush Mount for Hanging Heavy Mirrors.....	P:20
P.3	Technique for Wrapping a Fragile Object.....	P:23
P.4	Layered Foam Packing for Fragile Objects	P:24
<i>App R: Curatorial Care of Photographic Collections</i>		
R.1	Appropriate Light Levels for Photographic Media	R:7
R.2	Relative Humidity and Temperature Requirements for Photographic Media	R:16
R.3a-b	Condition Checklist for Visual Images (Sample)	R:34
<i>App S: Curatorial Care of Objects Made from Leather and Skin Products</i>		
S.1	The Structure of Skin	S:2
S.2	Degrees and Types of Tannage	S:3
S.3	Characteristics of Leather and Skin Products	S:4
S.4	Thickness of Skins and Hides	S:5
S.5	Cleaning Techniques for Leather and Skin Objects in Good Condition	S:15
S.6	Constructing a Saddlemount	S:18
S.7	Leather and Skin Product Deterioration and Preventive Care	S:19
<i>App T: Curatorial Care of Biological Collections</i>		
T.1	Use Extra Care When Transporting Specimens with Delicate Parts.....	T:9
T.2	Microscope Slides Stored Horizontally in a Slide Cabinet	T:121
<i>App U: Curatorial Care of Paleontological Collections</i>		
U.1	Cabinet Storage of Paleontological Specimens	U:13
U.2	Paleontological Specimen Cradled in Polyethylene Foam-lined Fiberglass Jacket.	U:13
U.3	Radioactive Specimen Cabinet with Venting System and Safety Signage.....	U:18

<u>Figure</u>		
<u>Number</u>	<u>Caption</u>	<u>Page</u>
U.4	Preparator Preparing a Specimen.....	U:23
U.5	Example Preparation Record #1	U:49
U.6	Example Preparation Record #2	U:51